

Basic Encampment Cadet Staff Position Descriptions

Squadron Commander: Coordinates with, and provides direction for, subordinate squadron staff members and flight staff within the squadron. Ensures that encampment directives are being met and guides the flight staff in ensuring that the health and morale of the flight members are being supported. Performs other duties as assigned by the Cadet Wing Staff. Minimum grade at the time of application: Cadet Second Lieutenant.

Squadron Deputy Commander: Ensures that flights within the squadron are adhering to the training schedule. Coordinates flight attendance at encampment activities such as orientation flights, rappelling tower, small arms range, and tours of other base facilities. Performs other duties as assigned by the Squadron Commander. Minimum grade at the time of application: Cadet Second Lieutenant.

Squadron Executive Officer: Works with the Wing Executive Officer to perform and record barracks and uniform inspections during encampment. Responsible for reporting all inspection scores to the Wing Executive Officer for coordination of Honor Flight and Honor Cadet awards. Performs other duties as assigned by the Squadron Commander. Minimum grade at the time of application: Cadet Chief Master Sergeant.

Squadron First Sergeant: Serves as a role model for flight sergeants within their squadron. Serves as the authority within the squadron regarding drill and ceremonies, customs and courtesies, and uniform wear. Works with other squadron NCOs to coordinate physical training activities. Performs other duties as assigned by the Squadron Commander. Grade limitations at the time of application: Cadet Technical Sergeant – Cadet Senior Master Sergeant.

Flight Commander: Serves as the primary example of leadership for the basic cadets within the flight. Fosters teamwork and esprit de corps among the flight members. Ensures that the flight adheres to the training schedule. Monitors the health and morale of all flight members during the duration of the encampment. Performs other duties as assigned by the Squadron Staff. Minimum grade at the time of application: Cadet Technical Sergeant.

Flight Sergeant: Serves as the primary example of a cadet NCO to the basic cadets. Provides instruction to the basics in the areas of drill and ceremonies, customs and courtesies, and proper uniform wear. Works in conjunction with the Flight Commander to foster esprit de corps within the flight. Performs other duties as assigned by the Flight Commander. Grade limitations at the time of application: Cadet Senior Airman – Cadet Senior Master Sergeant.

NCO School Cadet Staff Position Description

Cadre: Provides an example of NCO qualities to students of the NCO School. Has a well-rounded knowledge of customs and courtesies, drill and ceremonies, and uniform wear. Participates in the development of the NCOS schedule and curriculum before the

activity. Participates in cadet staff training activities before encampment. Teaches classes, leads practical exercises, drill, and PT during the activity. Serves as a mentor for the student leaders of NCOS. Performs other duties as assigned by the NCOS Officer. Reports directly to the NCOS Officer. Prior NCOS experience preferred. Prior basic encampment graduation required. Minimum grade at the time of application: Cadet Staff Sergeant.

Region CLS Cadet Staff Position Description

Cadre: Provides an example of cadet officer qualities to the students of Region CLS. Has a well-rounded knowledge of all aspects of the cadet program. Participates in the development of the RCLS schedule and curriculum before the activity. Participates in cadet staff training activities before encampment. Teaches classes, leads practical exercises and drill during the activity. Serves as a mentor for the student leaders of RCLS. Performs other duties as assigned by the RCLS Officer. Reports directly to the RCLS Officer. Prior RCLS experience preferred. Prior basic encampment graduation required. Minimum grade at the time of application: Cadet Second Lieutenant.

Model Rocketry Cadet Staff Position Descriptions

Flight Commander: Participates in the development of the Model Rocketry program prior to the activity. Participates in cadet training activities before encampment. Provides direct leadership to the Model Rocketry flight. Fosters esprit de corps and teamwork among the flight. Monitors the health and welfare of the flight. Ensures that the flight adheres to the training schedule. Performs other duties as assigned by the Model Rocketry Officer. Reports directly to the Model Rocketry Officer. Prior Model Rocketry Encampment experience / completion of the Model Rocketry Badge preferred. Prior basic encampment graduation required.

Flight Sergeant: Participates in the development of the Model Rocketry program prior to the activity. Participates in cadet training activities before encampment. Assists the Model Rocketry Flight Commander in leading the Model Rocketry flight. Performs other duties as assigned by the Model Rocketry Flight Commander. Reports directly to the Model Rocketry Flight Commander. Prior Model Rocketry Encampment experience / completion of the Model Rocketry Badge preferred. Prior basic encampment graduation required.

Support Staff Cadet Staff Position Descriptions

Air Operations Cadet Staff: Participates in cadet training activities before encampment. Assists the Air Operations Section by maintaining and moving the glider aircraft, assisting orientation flight cadets with entry and exit of aircraft, cleaning aircraft as needed, maintaining status boards, entering orientation flight data into eServices, and any other activities assigned by the Air Operations Director. Reports directly to the Air Operations Senior Staff during the duty day and to the Cadet Wing Executive Officer when not on duty. Prior basic encampment graduation required.

Health Services Cadet Staff: Participates in cadet training activities before encampment. Assists the Health Services Officer in monitoring the health and well-being of the staff members and attendees at encampment. Administers care to members requiring first aid and determines the need for a higher level of care when necessary. Does not exceed the scope of their abilities as a member of Civil Air Patrol at a CAP activity. Reports directly to the Health Services Officer during the duty day and to the Cadet Wing Executive Officer when not on duty. Prior basic encampment graduation required. EMT, Paramedic, or similar licensure required. Minimum age at the beginning of encampment: 18 years old.

Public Affairs Cadet Staff: Participates in cadet training activities before encampment. Assists the Public Affairs Officer in recording all aspects of encampment by taking pictures and video during the week. Writes articles for the encampment newsletter. Assists with writing press releases for the local media. Assists in the creation of the encampment video. Reports directly to the Public Affairs Officer during the duty day and to the Cadet Wing Executive Officer when not on duty. Prior basic encampment graduation required.